

Introduction

Dreamweaver can manage all the files and links within a web site. Using Dreamweaver, the user can not only move files from a computer to a server but also track all broken links, file names, and manage assets.

Before uploading a site from a computer to the server, a user needs to set up a local site. A local site is a local storage location or folder where you can store and manage the files that you will be using in your website more easily. Once the local site is set up, the user can transfer files from a local computer to a server, scan a site for broken links and rename files, and manage assets. Also, the process of setting up a local site is performed only once on the computer where the site is managed. Consequently, the user needs to edit the information in the case of server or local computer changes.

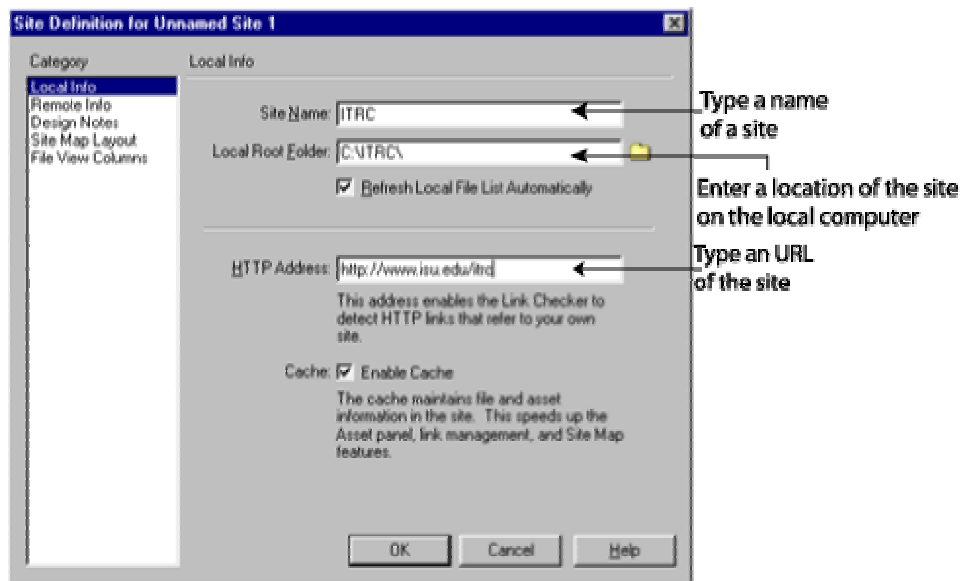
Setting Up a Local Site

First, a user should edit the local information. This information will distinguish the location of the site, its name, and URL address.

To open the Site Definition window follow these steps:

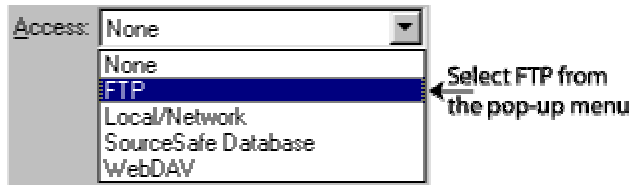
- 1) In the menu, click on **Site** and select **Define Sites**
- 2) In the Define Sites window, right click on **New**
- 3) “Site Definition for Unnamed Site 1” window will appear (see Figure 1).

Fill out the Site Name, Local Root Folder, and HTTP address. Site name is a unique name that describes the site, and is used to separate this site from others. Local Root Folder represents the location of the site on a local computer. HTTP address will enable the Dreamweaver to find a current on-line site and check it for broken links and recent upgrades.



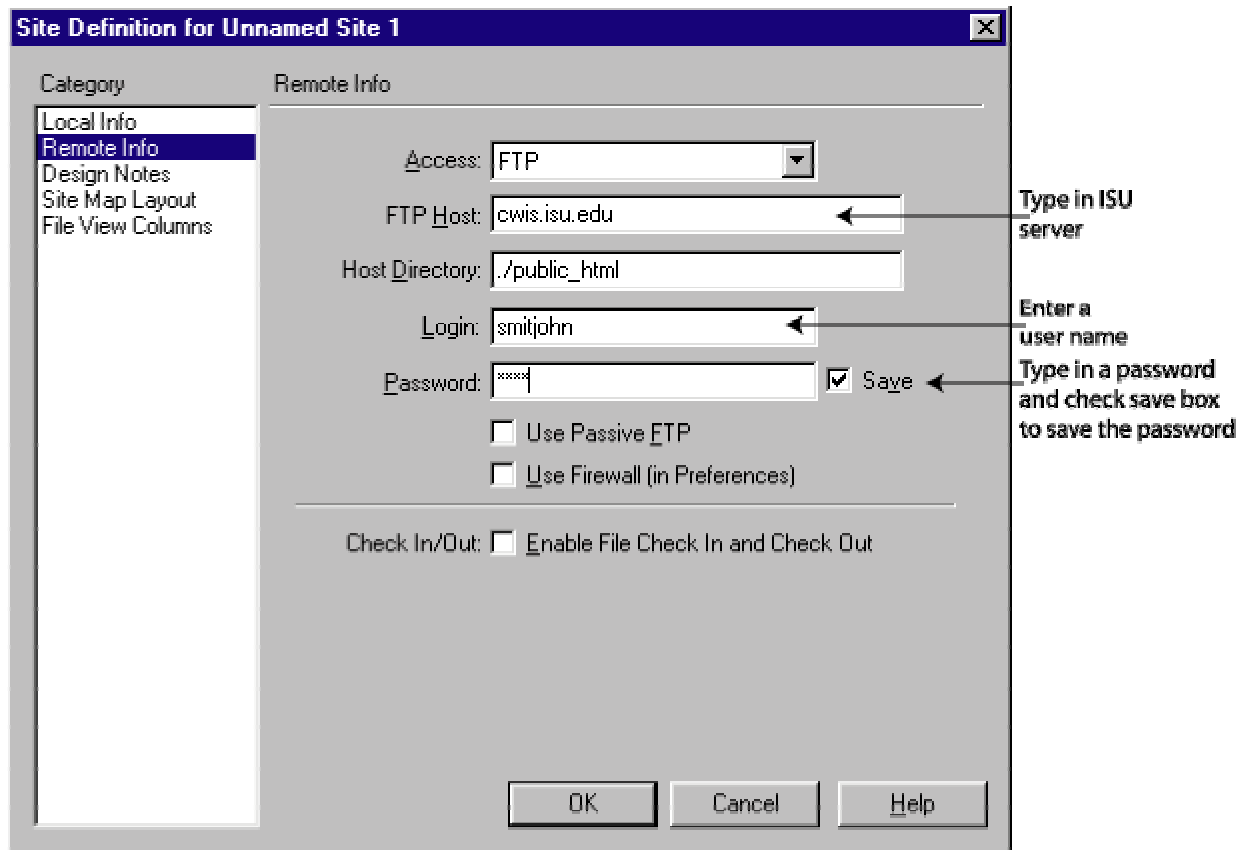
(Figure 1)

Second, the remote information should be edited. In the “Category” window select **Remote Info**. As a result, a pull-down “Access” window will appear (see Figure 2). In this window select **FTP**.



(Figure 2)

Remote Info shows necessary fields that need to be filled out before publishing the site to the main ISU server (located at <http://www.isu.edu>). All fields will need to be filled out before publishing the site. "User Name" and "Password" must be completed. *Note: the password and the user name are case sensitive* (see Figure 3).



(Figure 3)

Note: Remember to include all associated files (JPEG, GIF, HTML...) when publishing.

Navigating to The Web Site

Netscape or Internet Explorer can view a newly uploaded web site. First, the user should open a web browser. Second, in this browser he or she needs to type the URL of the web site which was uploaded to the server. Most of the time the URL is similar to an Email address where first four letters of last and first name begin the Email address. For example, <http://www.isu.edu/~smitjohn>.



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